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## CCFA: Aging Up Placements

# Aging Up Overview



The program in which a child is placed is dependent upon the child's age. When the age of an infant or toddler surpasses that of his or her current program, the system will attempt to age up the placement, and place the child into the correct program for his or her age. CCFA does not automatically age up preschool to school age placements as the school age definitions differ in every community. CCFA does not automatically age up placements for children with special needs.



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Family/Person

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**PLACEMENT DETAILS**

Action : -- Select One --

Placement

**Child** (PID80447) DOB: 7/1/2014

**Authorization** IE (7/1/2015 to 9/5/2015 - Approved)

**Voucher or Contract** Voucher

**Program** IE - Center-Based Infant

**QRIS Eligible** Yes

**Location of Care**

**Slot Number**

**Classroom**

**Start Date** 7/21/2015

**End Date** 9/5/2015

**Child Enrollment Order** 2

**Base Fee** \$17.5

**Full Day Copay** \$8.75

**Use Flex Pool?** ☐

**Placement Type** Regular

**Max Allowed Transportation** Transport Ineligible

**Schedule** Weekly

**Last Modified By**

Weekly Schedule

[Show Legend](#)

Sched	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Trans	OT	OT	OT	OT	OT	OT	OT

**SUMMARY**

**Family Name**

**Waitlist ID**

**Physical Address**

Members	Relationship	Age
	Parent - Primary	28Yrs, 5Mo
	Child	7Yrs, 2Mo
	Child	1Yr, 5Mo

**AUTHORIZATIONS**

Authorization	Status
IE(FT) - 9/6/2015 to 9/5/2016	Approved

**PLACEMENTS**

Name	Type	Start	End
	V	10/07/2015	09/05/2016
	V	09/06/2015	09/05/2016

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# Aging Up Overview



	Start of Eligibility
Infant	0 months
Toddler	15 months (1 year, 3 months)
Preschool	33 months (2 years, 9 months)
School Age	60 months (5+ years)


If you are ending a placement, the placement will end on the date of the start of eligibility for the next program.

The new placement will start on the following day.

# Aging Up Notifications



- If the system is unable to complete the aging up of a placement, a notification will be displayed under the Notification tab of the Home page in CCFA.
- Aged Out Notifications are also generated during attendance validation after attendance has been submitted.
- A placement that has aged out must be resolved in order to avoid the automatic rejection of billing when submitted.



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 Org Admin for Guild of St. Agnes

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**Dashboard**

[Notification](#)
[Reassessment](#)
[Age Up](#)
[Authorization](#)
[Attendance Status](#)

Notification Date	Notification Title	Detail	Archive	View Placement
01/25/2016	Placement Aged Up	Placement for [redacted] aged up.	<a href="#">Archive</a>	<a href="#">View Placement</a>
01/22/2016	Placement Aged Up	Placement for [redacted] aged up.	<a href="#">Archive</a>	<a href="#">View Placement</a>
01/22/2016	Placement Aged Up	Placement for [redacted] aged up.	<a href="#">Archive</a>	<a href="#">View Placement</a>
01/22/2016	Placement Aged Up	Placement for [redacted] aged up.	<a href="#">Archive</a>	<a href="#">View Placement</a>
01/21/2016	Attendance Rejection	Provider deny to rerun - banks attendance for 1/1/2016 has been rejected.	<a href="#">Archive</a>	
01/21/2016	Attendance Rejection	Provider deny to rerun - banks attendance for 1/1/2016 has been rejected.	<a href="#">Archive</a>	
01/20/2016	Placement Aged Up	Placement for [redacted] aged up.	<a href="#">Archive</a>	<a href="#">View Placement</a>
01/20/2016	Placement Aged Up	Placement for [redacted] aged up.	<a href="#">Archive</a>	<a href="#">View Placement</a>
01/20/2016	Attendance Rejection	Provider rejecting to fix billing banks - attendance for 1/1/2016 has been rejected.	<a href="#">Archive</a>	
01/15/2016	An Aged Out Placement Has Failed Attendance Validation	Placement needs to be aged up. [redacted] has attendance at Guild of St. Agnes - Grove St Day Care Center, [redacted], as recently as 12/31/2015 which is over the 60 month maximum age for the selected program type and should have ended as of 12/21/2015. Please age up the placement to avoid automatic rejection of billing.	<a href="#">Archive</a>	
01/13/2016	Placement Aged Up	Placement for [redacted] aged up.	<a href="#">Archive</a>	<a href="#">View Placement</a>

**Notification History**

☒ Family/Person
 ☐ Provider

**NOTIFICATIONS**

Date	Message
01-22	<a href="#">Release Notes (01/21/2016)</a>
11-24	<a href="#">Access to CCFA Authorization Override Function -- Extended through Wednesday, December 30, 2015</a>
11-12	<a href="#">IMPORTANT NOTICE REGARDING EEC'S CHILD CARE FINANCIAL ASSISTANCE SYSTEM (CCFA)</a>
11-02	<a href="#">School Age Contract Slot Guidance</a>
09-30	<a href="#">Rerun of CCFA billing to fix inaccurate billing issues in CCFA Production</a>
	<a href="#">click here for more...</a>



# Aged Out Placement has Failed Attendance Validation



- **When you are notified that an Aged Out Placement has failed, you need to perform one of two steps, to resolve the problem in CCFA**
- **Option 1: End the current placement and create a new, age appropriate placement**
  - End the current placement on the date the child becomes eligible
    - For Toddlers, if the child becomes 33 months on 2/12, then end the toddler placement on 2/12 and start the preschool placement on 2/13
    - You may need to remove attendance before you can end the placement
    - If you remove attendance, you will need to re-enter attendance when the placements have been modified and/or created
    - To make sure you do not enter attendance on an aged up placement, preview Aging up placements on the Home Tab and age up before the required date
- **Cannot create a new placement?**
  - What if a child ages up, but the flex pool is full?
    - The Admin should reach out the CCR&R to get that child a voucher
  - What if the provider doesn't offer voucher care?
    - The child must be moved to another program
  - What if a child ages up and their provider doesn't offer care in the next age group?
    - The child must be moved to another program
  - What if there are no vouchers available?
    - EEC regulations and policies ensure continuity of care


# Aged Out Placement has Failed Attendance Validation



- **Option 2: If the child's turns 5 in the calendar year they are eligible for kindergarten:**
  - If they turn 5 after the start of the school calendar year, the subsidy administrator can use the "exempt..." flag. This will allow the child to remain in the preschool program until the next school calendar year
  - The family may choose not to send the child to kindergarten if they are 5 before the start of the school calendar year, the subsidy administrator can use the "exempt..." flag. This will allow the child to remain in the preschool program until the next school calendar year
  - In these cases, you will exempt the child from placement by age
    - Go to the Authorization
    - Select Change Beneficiaries
    - Check the Exempt from placement by age checkbox and Save
  - If the school age placement dates are known, for example, the child becomes school age during the summer and the school age placement starts in September
    - Make sure the placement ends on the day before the new placement will start
    - Create a new placement for the September school age placement

# Exempt from Placement by Age



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Family/Person Search

My Primary Organization

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SUMMARY

Family Name  
Waitlist ID  
Physical Address

Members Relationship Age

	Parent - Primary	35Yrs, 5Mo
	Child	8Yrs, 3Mo
	Child	5Yrs, 10Mo

AUTHORIZATIONS

Authorization	Status
IE(FT) - 11/17/2015 to 11/16/2016	Approved

PLACEMENTS

Name	Type	Start	End
	V	11/17/2015	11/16/2016
	V	11/17/2015	11/16/2016

AUTHORIZATION DETAILS

Action: -- Select One -- GO

Change Beneficiaries  
Delete  
Add Placement  
Change Service Need  
Application Fee Agreement  
Override

Authorization

Status	Approved
Type	Reassessment
Funding Source	IE
Contract or Voucher	Voucher
Start Date	11/17/2015
End Date	11/16/2016
Full-Time or Part-Time	FULL TIME
Base Co-Pay	\$5.50
Service Need	3D - Post Transitional Income Eligible (IE Funded)
Provisional?	<input type="checkbox"/>
Disable Reassessment by Provider?	<input checked="" type="checkbox"/>
Beneficiaries	<ul style="list-style-type: none"><li>Child - 8Yrs, 3Mo</li><li>Child - 5Yrs, 10Mo</li></ul>
Created By	
Last Modified By	

Activity

Parent/Guardian	Activity	Hours	Start Date	End Date
	Employment	36	11/17/2015	11/17/2016

Income


Parent/Guardian	Income	Frequency	Amount	Monthly Amount
	Employment	Bi-Weekly		

To exempt a placement from age up, navigate to the Authorization Details screen associated with the child's placement, and select "Change Beneficiaries" from the Action drop-down list.

Click on the button labeled "Go".

# Exempt from Placement by Age



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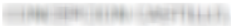
Home Intake + P

### Change Beneficiaries

**Please Note:** The beneficiaries can be changed only if there is no change in the family size. Also, no existing beneficiaries with placements can be removed from the list.

**AUTHORIZATION DETAILS**

Authorization \_\_\_\_\_

**Beneficiaries**  (Child)  
(Age as of Start Date - 5Yrs, 9Mo)  
☒ Is Beneficiary ☐ Exempt from placement by age **1**


**F**  
**Contr**

**Full-Tim**




**Disable Reassessment** \_\_\_\_\_

**Update** **2** **Cancel**



**Activity**

Parent/Guardian	Activity	Hours	Start Date	End Date
	Employment	36	11/17/2015	11/17/2016

**Income**

Parent/Guardian	Income	Frequency	Amount	Monthly Amount
	Employment	Bi-Weekly		

**PLACEMENTS**


Name	Type	Start	End
	V	11/17/2015	11/16/2016
	V	11/17/2015	11/16/2016

Next, on the “Change Beneficiaries” pop-up window, click on the “Exempt from placement by age” checkbox, and click on the button labeled “Update” to complete the age up exemption.



# Exempt from Placement by Age



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**AUTHORIZATION DETAILS**

The beneficiary list has been updated successfully

Action : -- Select One -- GO

Authorization

<b>Status</b>	Approved
<b>Type</b>	Reassessment
<b>Funding Source</b>	IE
<b>Contract or Voucher</b>	Voucher
<b>Start Date</b>	11/17/2015
<b>End Date</b>	11/16/2016
<b>Full-Time or Part-Time</b>	FULL TIME
<b>Base Co-Pay</b>	\$5.50
<b>Service Need</b>	3D - Post Transitional Income Eligible (IE Funded)
<b>Provisional?</b>	<input type="checkbox"/>
<b>Disable Reassessment by Provider?</b>	<input checked="" type="checkbox"/>
<b>Beneficiaries</b>	<ul style="list-style-type: none"><li><a href="#">[Redacted]</a> <b>Exempt from placement by age</b></li></ul>
<b>Created By</b>	<a href="#">[Redacted]</a>
<b>Last Modified By</b>	<a href="#">[Redacted]</a>

Activity

Parent/Guardian	Activity	Hours	Start Date	End Date
<a href="#">[Redacted]</a>	<a href="#">[Redacted]</a>	40	<a href="#">[Redacted]</a>	<a href="#">[Redacted]</a>

Family/Person Search

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**SUMMARY**

Family Name: [\[Redacted\]](#)  
Waitlist ID: [\[Redacted\]](#)  
Physical Address: [\[Redacted\]](#)

**Members**

Members	Relationship	Age
<a href="#">[Redacted]</a>	Parent - Primary	35Yrs, 5Mo
<a href="#">[Redacted]</a>	Child	8Yrs, 3Mo
<a href="#">[Redacted]</a>	Child	5Yrs, 10Mo

**AUTHORIZATIONS**

Authorization	Status
<a href="#">IE(FT) - 11/17/2015 to 11/16/2016</a>	Approved

**PLACEMENTS**

Name	Type	Start	End
<a href="#">[Redacted]</a>	V	11/17/2015	11/16/2016
<a href="#">[Redacted]</a>	V	11/17/2015	11/16/2016

The system will indicate that the beneficiary list has been updated successfully, and that the selected child is now exempt from placement by age.

# Ending Placements and Creating New Placements



In this placement example the child is now 2 years and nine months old (33 months), in a toddler program that ages out after the completion of the 32<sup>nd</sup> month.

**PLACEMENT DETAILS**

Action : -- Select One -- GO

Placement

**Child** AUPLAN, RILEY (PID48461) DOB: 4/12/2013

**Authorization** IE (12/1/2015 to 11/27/2016 - Approved)

**Voucher or Contract** Contract

**Program** IE - Center-Based Toddler

**QRISeligible** No

**Location of Care** Kidstop Children's Center (Child Care Choices of Boston)

**Slot Number** 7

**Classroom**

**Start Date** 12/1/2015

**End Date** 11/27/2016

**Child Enrollment Order** 1      **Base Fee** \$23      **Full Day Copay** \$23

**Use Flex Pool?** ☐

**Placement Type** Regular

**Slot Utilization:** Full

**Max Allowed Transportation** Transport Ineligible

**Schedule** Weekly

**Last Modified By** BakerGriffin, Christine on 11/30/2015

Weekly Schedule

[Show Legend](#)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sched	NS	FT	FT	FT	FT	FT	NS
Trans	OT	OT	OT	OT	OT	OT	OT

**SUMMARY**

**Family Name** AUPLAN (FID5144)

**Waitlist ID** 422576

**Physical Address** 255 BRANDYWYNE DR, Boston, MA 02128

Members	Relationship	Age
AUPLAN, JEANETTE	Parent - Primary	28Yrs, 6Mo
AUPLAN, RILEY	Child	2Yrs, 9Mo

**AUTHORIZATIONS**

Authorization	Status
IE(FT) - 12/1/2015 to 11/27/2016	Approved

**PLACEMENTS**

Name	Type	Start	End
AUPLAN, RILEY	C	12/01/2015	11/27/2016

# Ending Placements and Creating New Placements



An aged out placement should be ended the day the child becomes eligible, this child's birthdate is 4/12/2013. The child became 33 months on 1/12/2016. The toddler placement should end on 1/12/2016. The new placement should be created with the child's new program starting on the day after he or she is eligible, 1/13/2016. This is different from aging up prior to CCFA.

PLACEMENT DETAILS

Action : -- Select One --

GO

Placement

Child

AUPLAN, RILEY (PID48461) DOB: 4/12/2013

Authorization

IE (12/1/2015 to 11/27/2016 - Approved)

Voucher or Contract

Contract

Program

IE - Center-Based Toddler

QRISEligible

No

Location of Care

Kidstop Children's Center (Child Care Choices of Boston)

Slot Number

7

Classroom

Start Date

12/1/2015

End Date

11/27/2016

Child Enrollment Order

1

Base Fee

\$23

Full Day Copay

\$23

Use Flex Pool?

☐

Placement Type

Regular

Slot Utilization:

Full

Max Allowed Transportation

Transport Ineligible

Schedule

Weekly

Last Modified By

BakerGriffin, Christine on 11/30/2015

Weekly Schedule

Sched

Trans

Sun

NS

OT

Mon

FT

OT

Tue

FT

OT

Wed

FT

OT

Thu

FT

OT

Fri

FT

OT

Sat

NS

OT

Show Legend

SUMMARY

Family Name

AUPLAN (FID5144)

Waitlist ID

422576

Physical Address

255 BRANDYWYNE DR, Boston, MA 02128

Members

Relationship

Age

AUPLAN, JEANETTE

Parent - Primary

28Yrs, 6Mo

AUPLAN, RILEY

Child

2Yrs, 9Mo

AUTHORIZATIONS

Authorization

Status

IE(FT) - 12/1/2015 to 11/27/2016

Approved

PLACEMENTS

Name

Type

Start

End

AUPLAN, RILEY

C

12/01/2015

11/27/2016


# Ending Placements



Select the "Change End Date" function from the Action drop-down menu on the Placement Details page and click on the button labeled "Go".

**PLACEMENT DETAILS**

Placement

Action : **Change End Date**  **GO**

**Child** AUPLAN, RILEY (PID48461) DOB: 4/12/2013

**Authorization** IE (12/1/2015 to 11/27/2016 - Approved)

**Voucher or Contract** Contract

**Program** IE - Center-Based Toddler

**QRIS Eligible** No

**Location of Care** Kidstop Children's Center (Child Care Choices of Boston)

**Slot Number** 7

**Classroom**

**Start Date** 12/1/2015

**End Date** 11/27/2016

**Child Enrollment Order** 1 **Base Fee** \$23 **Full Day Copay** \$23

**Use Flex Pool?** ☐

**Placement Type** Regular

**Slot Utilization:** Full

**Max Allowed Transportation** Transport Ineligible

**Schedule** Weekly

**Last Modified By** BakerGriffin, Christine on 11/30/2015

Weekly Schedule

[Show Legend](#)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sched	NS	FT	FT	FT	FT	FT	NS
Trans	OT	OT	OT	OT	OT	OT	OT

**SUMMARY**

**Family Name** [AUPLAN \(FID5144\)](#)

**Waitlist ID** 422576

**Physical Address** 255 BRANDYWYNE DR, Boston, MA 02128

Members	Relationship	Age
<a href="#">AUPLAN, JEANETTE</a>	Parent - Primary	28Yrs, 6Mo
<a href="#">AUPLAN, RILEY</a>	Child	2Yrs, 9Mo

**AUTHORIZATIONS**

Authorization	Status
<a href="#">IE(FT) - 12/1/2015 to 11/27/2016</a>	Approved

**PLACEMENTS**

Name	Type	Start	End
<a href="#">AUPLAN, RILEY</a>	C	12/01/2015	11/27/2016

# Ending Placements and Creating New Placements



A Change Placement End Date dialog box will appear in which you will enter the updated end date in the provided End Date field, and click on the button labeled "Update".

PLACEMENT DETAILS

Placement

Change Placement End Date

Please select the date on which you wish to end the current placement.

Start Date

12/1/2015

Original End Date

11/27/2016

End Date \*

Update

Cancel

Child Enrollment Order

1

Base Fee

\$23

Full Day Copay

\$23

Use Flex Pool?

☐

Placement Type

Regular

Slot Utilization:

Full

Max Allowed Transportation

Transport Ineligible

Schedule

Weekly

Last Modified By

BakerGriffin, Christine on 11/30/2015

Weekly Schedule

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Sched

NS

FT

FT

FT

FT

FT

NS

Trans

OT

OT

OT

OT

OT

OT

OT

[Show Legend](#)

SUMMARY

PLAN (FID5144)

2576

5 BRANDYWYNE DR, Boston, MA

128

Relationship	Age
Parent - Primary	28Yrs, 6Mo
Child	2Yrs, 9Mo

IONS

Status

to 11/27/2016

Approved

PLACEMENTS

Name	Type	Start	End
AUPLAN, RILEY	C	12/01/2015	11/27/2016

# Placement is ended



Note, if the end date entered for the placement is in the past, it will no longer be listed in the PLACEMENTS on the right side tool bar. You will find old placements under the Authorization on the Family Details page.

Select the Authorization and Select Add Placement

**PLACEMENT DETAILS**  
The placement end date has been updated to 1/12/2016.  
Action : -- Select One -- GO

**Placement**  

<b>Child</b>	AUPLAN, RILEY (PID48461) DOB: 4/12/2013		
<b>Authorization</b>	IE (12/1/2015 to 11/27/2016 - Approved)		
<b>Voucher or Contract</b>	Contract		
<b>Program</b>	IE - Center-Based Toddler		
<b>QRIS Eligible</b>	No		
<b>Location of Care</b>	Kidstop Children's Center (Child Care Choices of Boston)		
<b>Slot Number</b>	7		
<b>Classroom</b>			
<b>Start Date</b>	12/1/2015		
<b>End Date</b>	1/12/2016		
<b>Child Enrollment Order</b>	1	<b>Base Fee</b> \$23	<b>Full Day Copay</b> \$23
<b>Use Flex Pool?</b>	<input type="checkbox"/>		
<b>Placement Type</b>	Regular		
<b>Slot Utilization:</b>	Full		
<b>Max Allowed Transportation</b>	Transport Ineligible		
<b>Schedule</b>	Weekly		
<b>Last Modified By</b>	Norton, Danielle on 2/11/2016		

**Weekly Schedule**  

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sched	NS	FT	FT	FT	FT	FT	NS
Trans	OT	OT	OT	OT	OT	OT	OT

[Show Legend](#)

**SUMMARY**  
Family Name [AUPLAN \(FID5144\)](#)  
Waitlist ID 422576  
Physical Address 255 BRANDYWYNE DR, Boston, MA 02128

Members	Relationship	Age
<a href="#">AUPLAN, JEANETTE</a>	Parent - Primary	28Yrs, 6Mo
<a href="#">AUPLAN, RILEY</a>	Child	2Yrs, 9Mo

**AUTHORIZATIONS**  

Authorization	Status
<a href="#">IE(FT) - 12/1/2015 to 11/27/2016</a>	Approved

**PLACEMENTS**  

Name	Type	Start	End
No active placements found.			

# Cannot End Placement- Attendance Exists



If there are attendance entries entered against the placement that extend beyond the newly entered end date a notification will be displayed alerting you to the fact that these attendance entries must first be removed. If the notification is displayed, note the last day of attendance, in this case 1/30/2015, and click on the button labeled OK. You will delete all attendance after the new end date. In this case, delete all attendance for January and reenter attendance for 1/1 – 1/12. The steps for deleting Attendance begin on slide 24.

The screenshot shows a software interface with a 'PLACEMENT DETAILS' section on the left and a 'SUMMARY' section on the right. A 'Change Placement End Date' dialog box is open in the center, prompting the user to select a date to end the current placement. The dialog box displays the following information:

- Start Date: 12/1/2015
- Original End Date: 11/27/2016
- End Date: 1/12/2016

Buttons for 'Update' and 'Cancel' are visible at the bottom of the dialog box. Below the dialog box, the 'Child Enrollment Order' section shows 'Child Enrollment Order 1', 'Base Fee \$23', and 'Full Day Copay \$23'. The 'Placement Type' is 'Regular', 'Slot Utilization' is 'Full', and 'Max Allowed Transportation' is 'Transport'. The 'Schedule' is 'Weekly' and 'Last Modified By' is 'BakerGriff'. A 'Weekly Schedule' table is also visible at the bottom left.

On the right side, the 'SUMMARY' section shows 'PLAN (FID5144)' with details for '2576' and '5 BRANDYWYNE DR, Boston, MA 02128'. Below this, a table shows 'Relationship' and 'Age' for 'Parent - Primary' (28Yrs, 6Mo) and 'Child' (2Yrs, 9Mo). A 'PLACEMENTS' table is also visible, showing 'PLAN\_RILEY' with 'Type C' and dates '12/01/2015' to '11/27/2016'.

A notification message is displayed in the center, stating: 'The page at [URL] says: Placement cannot be ended if there is attendance beyond said date. The last day of attendance 1/30/2015. Please remove said attendance record.' An 'OK' button is visible at the bottom right of the notification message, with a red arrow pointing to it.

# Create New Placements



Select Copy Placement from the old placement or select the Authorization and Add Placement. Make sure you have selected the correct program and the correct Start and End Dates. Select all required items, denoted with an asterisk and Save.

Location of Care

Location of Care

Kidstop Children's Center

Address

70 PLEASANT ST, Ware

Transportation is available

Placement Information

Authorization \*

IE (12/1/2015 to 11/27/2016 - Approved) Full-time

Voucher or Contract \*

Contract

Child Name \*

AUPLAN, RILEY (Child)

Child Enrollment Order \*

1

Base Fee

\$23

Full Day Copay

\$23

Start Date \*

1/13/2016

End Date \*

11/27/2016

Program \*

Contract: IE - Center-Based PreSchool

Slot Number

7

Classroom

Placement Type \*

Regular

Intermittent

Flexible Schedule

Intermittent Flexible Schedule

School Closure Only

Max Allowed Transportation

[Determine Transportation Eligibility](#)

(Transport Eligible: No , Wrap Around Service : No )

No Transportation

Schedule \*

Weekly

Bi-Weekly

Four-Week Alternate

Weekly Schedule

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Sched >

NS

FT

FT

FT

FT

FT

NS

Trans >

OT

OT

OT

OT

OT

OT

Back

Save

Cancel

SUMMARY

Family Name

AUPLAN (FIDS144)

Waitlist ID

422576

Physical Address

255 BRANDYWYNE DR, Boston, MA 02128

Members

Relationship

Age

AUPLAN, JEANETTE

Parent - Primary

28Yrs, 6Mo

AUPLAN, RILEY

Child

2Yrs, 9Mo

AUTHORIZATIONS

Authorization

Status

IE(FT) - 12/1/2015 to 11/27/2016

Approved

PLACEMENTS

Name

Type

Start

End

No active placements found.

16



# Create New Placements



A new placement will be listed on the right side tool bar.

**PLACEMENT DETAILS**  
[The placement has been created successfully.](#)  
Action : -- Select One -- GO

**Placement**  

<b>Child</b>	AUPLAN, RILEY (PID48461) DOB: 4/12/2013		
<b>Authorization</b>	IE (12/1/2015 to 11/27/2016 - Approved)		
<b>Voucher or Contract</b>	Contract		
<b>Program</b>	IE - Center-Based PreSchool		
<b>QRISeligible</b>	No		
<b>Location of Care</b>	Kidstop Children's Center (Child Care Choices of Boston)		
<b>Slot Number</b>	7		
<b>Classroom</b>			
<b>Start Date</b>	1/13/2016		
<b>End Date</b>	11/27/2016		
<b>Child Enrollment Order</b>	1	<b>Base Fee</b> \$23	<b>Full Day Copay</b> \$23
<b>Use Flex Pool?</b>	<input type="checkbox"/>		
<b>Placement Type</b>	Regular		
<b>Slot Utilization:</b>	Full		
<b>Max Allowed Transportation</b>	Transport Ineligible		
<b>Schedule</b>	Weekly		
<b>Last Modified By</b>	Norton, Danielle on 2/11/2016		

  
**Weekly Schedule**  

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sched	NS	FT	FT	FT	FT	FT	NS
Trans	OT	OT	OT	OT	OT	OT	OT

  
[Show Legend](#)

**SUMMARY**  

Family Name	AUPLAN (FID5144)
Waitlist ID	422576
Physical Address	255 BRANDYWYNE DR, Boston, MA 02128

Members	Relationship	Age
<a href="#">AUPLAN, JEANETTE</a>	Parent - Primary	28Yrs, 6Mo
<a href="#">AUPLAN, RILEY</a>	Child	2Yrs, 9Mo

  
**AUTHORIZATIONS**  

Authorization	Status
<a href="#">IE(FT) - 12/1/2015 to 11/27/2016</a>	Approved

  
**PLACEMENTS**  

Name	Type	Start	End
<a href="#">AUPLAN, RILEY</a>	C	01/13/2016	11/27/2016

# Deleting Attendance



If there are attendance entries entered against the placement that extend beyond the newly entered end date a notification will be displayed alerting you to the fact that these attendance entries must first be removed. If the notification is displayed, note the last day of attendance, in this case 9/4/2015, and click on the button labeled OK. Note that the following example is not continued from the above, but shows the steps to delete attendance.

The screenshot shows the Department of Early Education and Care Child Care Financial Assistance system. A 'Change Placement End Date' dialog box is open, prompting the user to select a date to end the current placement. The dialog box displays the following information:

- Start Date: 7/21/2015
- Original End Date: 9/5/2015
- End Date: 8/31/2015

The dialog box has 'Update' and 'Cancel' buttons. Below the dialog box, a notification message is displayed: 'The page at [redacted] says: Placement cannot be ended if there is attendance beyond said date. The last day of attendance is 9/4/2015. Please remove said attendance record.' The notification has an 'OK' button.

The background shows the 'PLACEMENT DETAILS' section with a 'Weekly Schedule' table. The table has columns for 'Sched', 'Sun', 'Mon', 'FT', 'OT', and 'NS'. The 'Sched' column has values 'NS' and 'OT'. The 'Sun' column has values 'NS' and 'OT'. The 'Mon' column has values 'FT' and 'OT'. The 'FT' column has values 'FT', 'OT', 'OT', 'OT', 'OT', and 'NS'. The 'OT' column has values 'OT', 'OT', 'OT', 'OT', 'OT', and 'OT'. The 'NS' column has values 'NS' and 'OT'.

The right side of the screen shows the 'SUMMARY' section with a table of 'Relationship' and 'Age'.

Relationship	Age
Parent - Primary	28Yrs, 5Mo
Child	7Yrs, 2Mo
Child	1Yr, 5Mo

Below the 'SUMMARY' section is the 'THORIZATIONS' section with a table of 'Authorization' and 'Status'.

Authorization	Status
IE(FT) - 9/6/2015 to 9/5/2016	Approved

At the bottom of the screen, there is a 'PLACEMENTS' section with a table of 'Name', 'Type', 'Start', and 'End'.

Name	Type	Start	End
IE(FT) - 9/6/2015 to 9/5/2016	V	10/07/2015	09/05/2016

The footer of the page contains the text: '© 2015 Commonwealth of Massachusetts - CCFA - Version 1.0.3.12' and links to 'Site Policies' and 'Contact Us'.

# Ending Placements – Deleting Attendance



Begin removing attendance entries by selecting "Monthly View" from the Action drop-down menu on the Placement Details page, and click on the button labeled "Go".

**Department of Early Education and Care**  
**Child Care Financial Assistance**  
Welcome Michael. [Reset Profile](#) [Logout](#)

Home Intake + Provider + Billing + Admin + Reports + Help +

Family/Person Search

[My Primary Organization](#)

My Providers

**PLACEMENT DETAILS**

Placement

Action: -- Select One -- **GO**

Child: [Name] DOB: [Date]

Authorization: IE (7/1/2015 to 9/5/2015 - Appro

Voucher or Contract: Voucher

Program: IE - Center-Based Infant

QRISeligible: Yes

Location of Care: [Address]

Slot Number: [Number]

Classroom: [Name]

Start Date: 7/21/2015

End Date: 9/5/2015

Child Enrollment Order: 2 Base Fee \$17.5 Full Day Copay \$8.75

Use Flex Pool? ☐

Placement Type: Regular

Max Allowed Transportation: Transport Ineligible

Schedule: Weekly

Last Modified By: [Name]

Weekly Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sched	NS	FT	FT	FT	FT	FT	NS
Trans	OT	OT	OT	OT	OT	OT	OT

[Show Legend](#)

☐ Notes

**SUMMARY**

Family Name: [Name]  
Waitlist ID: [ID]  
Physical Address: [Address]

**MEMBERS**

Members	Relationship	Age
[Name]	Parent - Primary	28Yrs, 5Mo
[Name]	Child	7Yrs, 2Mo
[Name]	Child	1Yr, 5Mo

**AUTHORIZATIONS**

Authorization	Status
IE(FT) - 9/6/2015 to 9/5/2016	Approved

**PLACEMENTS**

Name	Type	Start	End
[Name]	V	10/07/2015	09/05/2016

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# Ending Placements – Deleting Attendance



Next, click on the attendance date field to reveal the date selection dialog box. Only months with attendance entries will be available for selection. Attendance entries must be removed beginning with the last month entered. In this example we are only interested in attendance entries made in September since we intend to end the placement on August 31st.

Click on the latest available month. In our example, this is September.

The screenshot shows the user interface of the Department of Early Education and Care (eec) system. At the top, there is a blue header with the eec logo and the text "Department of Early Education and Care Child Care Financial Assistance". Below the header, there is a navigation bar with links: Home, Intake +, Provider +, Billing +, Admin +, Reports +, and Help +. To the right of the navigation bar, there is a search bar with the text "Family/Person" and a "Search" button. Below the navigation bar, there is a table with columns: Placement, Provider, Program Type, Start Date, and End Date. The table contains one row with the following data: Placement: [redacted], Provider: [redacted], Program Type: CBInfant, Start Date: 7/21/2015, End Date: 9/5/2015. Below the table, there is a section titled "Attendance Date" with a date field showing "12/1/2015 12:00:00 AM". A date selection dialog box is open, showing a calendar for the year 2015. The calendar has a grid of months from Jan to Dec. The month of September (Sep) is highlighted, indicating it is the latest available month for selection. Below the calendar, there is a message: "There are no recorded attendances for this month". At the bottom of the page, there is a footer with the text "© 2015 Commonwealth of Massachusetts - CCFA - V" and links for "Site Policies" and "Contact Us".

# Ending Placements – Deleting Attendance



Click on the link labeled "Remove Attendances" near the upper right corner of the calendar.



**Department of Early Education and Care**  
**Child Care Financial Assistance**  
Welcome [Michael](#). [Reset Profile](#) [Logout](#)

[Home](#) [Intake +](#) [Provider +](#) [Billing +](#) [Admin +](#) [Reports +](#) [Help +](#)

☐ Family/Person

Search

[My Primary Organization](#)

My Providers ▼

Placement	Provider	Program Type	Start Date	End Date
<a href="#">Michael - Michael</a>	<a href="#">Michael - Michael</a>	CBIInfant	7/21/2015	9/5/2015

Attendance Date

[Show Legend](#)[Remove Attendances](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
	Schedule - FT - OT	Attendance - A0 Schedule - FT - OT	Attendance - A0 Schedule - FT - OT	Attendance - A0 Schedule - FT - OT	Attendance - A0 Schedule - FT - OT	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

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# Ending Placements – Deleting Attendance



A confirmation box will be displayed asking you to verify that the selected month's attendance should be removed. Click on the button labeled "Yes".

The screenshot displays the eec system interface. At the top, the Department of Early Education and Care logo is on the left, and the text "Department of Early Education and Care Child Care Financial Assistance" is on the right, along with a welcome message for Michael and links for "Reset Profile" and "Logout". Below this is a navigation bar with tabs: Home, Intake +, Provider +, Billing +, Admin +, Reports +, and Help +. A search bar for "Family/Person" is also present. The main content area shows a calendar view for a placement. A modal dialog box titled "Remove This Month's Attendance" is open, displaying the message: "This will permanently remove all attendance data for this placement in this month." The dialog has "Yes" and "No" buttons. A mouse cursor is clicking the "Yes" button. The background calendar shows dates from 30 to 10, with a "Schedule - FT - OT" button for the 30th and "Attendance - A0" buttons for the 31st, 1st, 2nd, and 3rd. The footer contains the copyright notice "© 2015 Commonwealth of Massachusetts - CCFA - Version 1.0.3.12" and links for "Site Policies" and "Contact Us".